

OZAN Docket: 1376531 - 71855			
Item		Document	
1.	<u>Request/approval to study for discontinuance</u>	(05/13/2011)	<input checked="" type="checkbox"/>
2.	<u>Notice (if appropriate) to Headquarters of suspension</u>		<input checked="" type="checkbox"/>
3.	<u>Notice (if appropriate) to customers/district personnel of suspension</u>		<input checked="" type="checkbox"/>
4.	<u>Highway map with community highlighted</u>	(05/26/2011)	<input checked="" type="checkbox"/>
5.	<u>Eviction notice (if appropriate)</u>	(05/26/2011)	<input checked="" type="checkbox"/>
6.	<u>Building inspection report and original photos of building deficiencies (if appropriate)</u>	(05/26/2011)	<input checked="" type="checkbox"/>
7.	<u>Post Office and community photos</u>	(06/06/2011)	<input checked="" type="checkbox"/>
8.	<u>PS Form 150, Postmaster Workload Information</u>	(05/26/2011)	<input checked="" type="checkbox"/>
9.	<u>Worksheet for calculating work service credit</u>	(05/26/2011)	<input checked="" type="checkbox"/>
10.	<u>Window transaction record</u>	(06/06/2011)	<input checked="" type="checkbox"/>
11.	<u>Record of incoming mail</u>	(06/06/2011)	<input checked="" type="checkbox"/>
12.	<u>Record of dispatched mail</u>	(06/06/2011)	<input checked="" type="checkbox"/>
13.	<u>Administrative postmaster/OIC comments</u>	(05/07/2011)	<input checked="" type="checkbox"/>
14.	<u>Inspection Service/local law enforcement vandalism reports</u>	(05/27/2011)	<input checked="" type="checkbox"/>
15.	<u>Post Office fact sheet</u>	(06/06/2011)	<input checked="" type="checkbox"/>
16.	<u>Community fact sheet</u>	(06/06/2011)	<input checked="" type="checkbox"/>
17.	<u>Alternate service options/cost analysis</u>	(05/26/2011)	<input checked="" type="checkbox"/>
18.	<u>Form 4920, Post Office Fact Sheet</u>	(06/07/2011)	<input checked="" type="checkbox"/>
19.	<u>Recommendation and Service Replacement Type</u>	(06/06/2011)	<input checked="" type="checkbox"/>
20.	<u>Questionnaire instruction letter to postmaster/OIC</u>	(06/07/2011)	<input checked="" type="checkbox"/>
21.	<u>Cover letter, questionnaire, and enclosures</u>	(05/25/2011)	<input checked="" type="checkbox"/>
22.	<u>Returned customer questionnaires and Postal Service response letters</u>	(05/25/2011)	<input checked="" type="checkbox"/>
23.	<u>Analysis of questionnaires</u>	(06/09/2011)	<input checked="" type="checkbox"/>
24.	<u>Community meeting roster</u>	(06/09/2011)	<input checked="" type="checkbox"/>
25.	<u>Community meeting analysis</u>	(06/09/2011)	<input checked="" type="checkbox"/>

26.	<u>Community meeting letter</u> (05/25/2011)	<input checked="" type="checkbox"/>
27.	<u>Petition and Postal Service response letter (if appropriate)</u> (01/01/1900)	<input checked="" type="checkbox"/>
28.	<u>Congressional inquiry and Postal Service response letter (if appropriate)</u> (05/31/2011)	<input checked="" type="checkbox"/>
29.	<u>Proposal checklist</u> (06/07/2011)	<input checked="" type="checkbox"/>
30.	<u>District notification to Government Affairs</u> (06/22/2011)	<input checked="" type="checkbox"/>
31.	<u>Instructions to postmaster/OIC to post proposal</u> (06/21/2011)	<input checked="" type="checkbox"/>
32.	<u>Invitation for comments exhibit</u> (06/22/2011)	<input checked="" type="checkbox"/>
33.	<u>Proposal exhibit</u>	<input checked="" type="checkbox"/>
34.	<u>Comment form exhibit</u> (06/21/2011)	<input checked="" type="checkbox"/>
35.	<u>Instructions for postmaster/OIC to remove proposal</u> (08/23/2011)	<input checked="" type="checkbox"/>
36.	<u>Round-date stamped proposals and invitations for comments from affected offices</u> (08/29/2011)	<input checked="" type="checkbox"/>
37.	<u>Notification of taking proposal and comments under internal consideration</u> (08/23/2011)	<input checked="" type="checkbox"/>
38.	<u>Proposal comments and Postal Service response letters</u> (08/29/2011)	<input checked="" type="checkbox"/>
39.	<u>Premature Postal Regulatory Commission appeal and Postal Service response letter (if appropriate)</u> ()	<input checked="" type="checkbox"/>
40.	<u>Analysis of comments</u> (08/29/2011)	<input checked="" type="checkbox"/>
41.	<u>Revised proposal (if appropriate)</u> (08/29/2011)	<input checked="" type="checkbox"/>
42.	<u>Updated PS Form 4920 (if appropriate)</u> (06/07/2011)	<input checked="" type="checkbox"/>
43.	<u>Certification of record</u> (08/29/2011)	<input checked="" type="checkbox"/>
44.	<u>Log of Post Office discontinuance actions</u> (08/29/2011)	<input checked="" type="checkbox"/>
45.	<u>Transmittal to vice president, Delivery and Retail, from district manager, Customer Service and Sales</u> (09/07/2011)	<input checked="" type="checkbox"/>
46.	<u>Headquarters' acknowledgment of receipt of record</u> (09/11/2011)	<input checked="" type="checkbox"/>
47.	<u>Final determination transmittal letter from Headquarters</u> (09/26/2011)	<input checked="" type="checkbox"/>
48.	<u>Instruction letter to postmaster/OIC on posting</u> (09/29/2011)	<input checked="" type="checkbox"/>
49.	<u>Round-date stamped final determination cover sheets</u> ()	<input checked="" type="checkbox"/>
50.	<u>Postal Bulletin Post Office Change Announcement</u> ()	<input type="checkbox"/>
51.	<u>Vice president, Delivery and Retail, instruction letter</u> (09/26/2011)	<input checked="" type="checkbox"/>
52.	<u>Corrected version of Rural Route Cost Analysis Form/memo to the record</u> (12/13/2011)	<input checked="" type="checkbox"/>

ARKANSAS DISTRICT



December 13, 2011

MEMO TO RECORD

SUBJECT: Ozan Post Office Administrative Record

After review of the Administrative Record for the discontinuance of the Ozan Post Office, the following information is added to clarify certain factual statements. The information below is organized by the Item number corresponding to the Administrative Record.

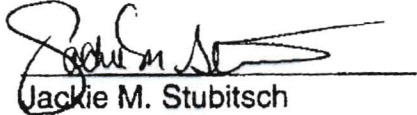
Item No. 17

Item 17 indicates that there would be no additional cost to discontinuing the Ozan Post Office if customers choose to maintain a Post Office Box at the Nashville Post Office.

If, however, Ozan Post Office Box customers choose to utilize street delivery, there would be an additional expense of \$9875.05 annually. The breakdown is as follows:

131 new boxes with a volume factor of 2.83 would result in an additional 373.73 minutes, or 6.18 hours, per week. The rural carrier currently has a workload of 50.98 hours per week, and the additional 131 boxes will result in a total workload of 57.16 per week. Currently, the rural carrier is classified as a K42 (working 10 days per pay period), earning \$47,236 per year. As a result, the carrier will be reclassified as a K48 carrier (working 10 days per pay period), earning \$57,111. Thus, the addition of the new 131 boxes will result in a total cost of \$57,111, less the current cost of \$47,236 for a total cost increase of \$9,875 per year.

If the Postal Service decides to provide Cluster Box Units (CBUs) to Ozan Post Office Box customers, the cost would be approximately \$6900 for 9 units, plus \$2,500 for installation. Possible locations for the CBUs would be the Ozan Volunteer Fire Dept or the Ozan Water Dept.



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Rural Route Cost Analysis Form

Docket: 1378531 - 71855
Item Nbr: 17
Page Nbr: 2

Rural Route Carrier Estimated Cost for Alternative Replacement Service

Office Name: OZAN
Office Zip+4: 71855 -9998 District: ARKANSAS PFC

- | | | | | |
|----|--|------------------|--|------------------|
| 1. | Enter the number of additional boxes to be added to the rural route | <u>131</u> | | |
| 2. | Enter the number of additional miles to be added to the route | <u>0.00</u> | | |
| | Enter the volume factor | <u>2.83</u> | | |
| | | | Total (additional boxes x volume factor) | <u>370.73</u> |
| 3. | Enter the number of additional boxes to be added to the rural route | <u>131</u> | | |
| | Centralized boxes | <u>131.00</u> | x 1.00 Min | <u>131.00</u> |
| | Regular L route boxes | <u>0.00</u> | x 1.82 Min | <u>0.00</u> |
| | Regular Non-L route boxes | <u>0.00</u> | x 2.00 Min | <u>0.00</u> |
| | | | Total additional box allowance | <u>131.00</u> |
| 4. | Enter the number of additional daily miles to be added to the rural route | <u>0.00</u> | x 12 Mileage Standard | <u>0.00</u> |
| | | | Total additional minutes per week (miles carried to two decimal places) | <u>501.73</u> |
| 5. | Total additional annual minutes (additional minutes per week year) | <u>501.73</u> | x 52 Weeks | <u>26,089.96</u> |
| 6. | Total additional annual hours (additional annual minutes/ 60 minutes per hour) | <u>26,089.96</u> | / 60 Minutes | <u>434.83</u> |
| 7. | Enter the rural cost per hour (see national payroll summary report -- rural carrier, consolidated) | <u>22.71</u> | | |
| | | | Total Annual Cost (additional annual hours x rural cost per hour) | <u>9,875.05</u> |
| 8. | Enter lock pouch allowance (if applicable) | | | <u>0.00</u> |
| | | | Total annual cost for alternate service (annual cost minus lock pouch allowance) | <u>9,875.05</u> |